

EXTERNAL - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Unemployment Insurance

Bureau: Program Support – Imaging Unit

Date Posted: 07/01/2008

Job Category: Office and Administrative Support

Position Number: 66202088

Position Title: DATA PROCESSOR CLERK

Bargaining Unit: 038

Union: MPEA

Location: HELENA

Job Status: Full Time Permanent

Salary: \$16,482.00 to \$20,603.00

Salary Unit: Year

Additional Applicants' qualification will be assessed based on minimum

Salary Info: qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 2

Closing Date: 07/14/2008

Supplement Required: Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

For further information about DLI agency and job application materials see:

<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

This position works in the Image Processing Center and provides administrative support to the Claims Processing Bureau and Program Support Bureau. Performs electronic imaging and indexing of unemployment claim documents and forms; and sorts, scans, and indexes documents in a timely and accurate manner. Performs reception and switchboard operator duties by directing incoming phone calls and assisting visitors to the Bureau. Sorts and distributes incoming mail; and maintains electronic and hard copy files for all unemployment insurance benefits claims.

Competencies:

The successful incumbent should have knowledge of business, office principles, practices, and procedures including confidentiality requirements. Skills in use of personal computer, Scanning/Imaging equipment, multi-line telephones, a variety of copiers, fax machines, and other office equipment. Requires knowledge and skills in use of computer software such as Word, Excel, Windows, Outlook E-mail, and other navigation and personal computer operating systems. Must have the ability to acquire knowledge and skills in use of (MISTICS) Unemployment Insurance database. Must have the ability to manage time and workload to complete tasks assigned each day; communicate effectively orally and in writing; communicate diplomatically, respectfully, and cheerfully with customers; coordinate multiple tasks and interruptions and maintain accuracy; work rapidly and maintain a high degree of accuracy when inputting information into the computer; work in a small team environment with a focus on good quality customer service; and maintain flexibility with an ever-changing workload and fluctuating external factors. The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Requires three years of qualifying experience and/or education. Qualifying education is in business, general office and computers at a secondary level and above coursework, and experience with computers, filing, and secretarial including word processing. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications & Selection Process requirements:

1. SIGNED (typed signatures are considered) and COMPLETED State of Montana Employment Applications (PD 25).
2. Completed WRITTEN (typed) RESPONSE to Supplemental Questions.
3. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
4. Applicants who complete this process and are determined to have met qualifications may be selected for a 10- Key Test and Structured Interview.
5. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

*Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials.

**MPEA selection will be based on the following:

Qualifications = 30% Capabilities = 60% Seniority = 10%

***If reasonable accommodations are required, please notify Office of Human Resources (or Human Resource Officer)(406) 444-3710/444-4534 in advance.

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page. Your responses should be limited to one typewritten page per question. Any responses exceeding this limit will not be considered.

1. Please describe your training and experience with personal computers and software. Please be specific about the types of software you are familiar with and the type of work or projects you have prepared in using the software. Include the length of time you have used the software.
2. Please describe any experience you have had working on a team. Include the number of individuals on the team, what role you played on this team, how decisions were made, and how you supported the team. Be specific.